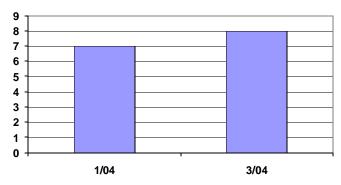|	
Digital Archives Project – Office of the Secretary of State (OSOS)	**Report as of Date:** April 2004

Executive Sponsor: Steve Excell   **MOSTD Staff:** David Koch
Project Director: Adam Jansen

Severity/Risk: High (High severity high, high risk)   **Oversight:** Level 3 - ISB

Overall Project Risk Assessment

Staff Recommendations: There are no recommendations at this time. Project is in the initial life cycle stage with the completion of a feasibility study and a conceptual design. ISB Staff is a member of the project steering committee and is providing continued oversight and recommendations for compliance with ISB requirements.

Issues/Risks:

Impacts on state agencies and others using the state digital archives:
The project will require the modification of Washington Administrative Code (WAC) 434 to ensure understanding by all state agencies. This effort has been dormant for approximately one year, but is expected to continue with the selection of a technical solution. The DIS Customer Advisory Board has a subcommittee prepared to resume work with OSOS and state agencies to review WAC requirements. To reduce the impact of this issue (risk mitigation), OSOS will strengthen contacts and participation with stakeholders. Without resolution of the WAC definitions stakeholder acceptance will be difficult to attain.

External Quality Assurance: Glasshouse Technologies was selected and hired as the external QA. The first report from Glasshouse is due April 2004.
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Status:
Life Cycle Stage: The project is in the detailed design stage. This project was approved at the September 11, 2003 Board meeting.

Budget/Cost:
Implementation/development costs (4 years, 2003-2006): $3.6 million
Life Cycle Maintenance costs (5 years, 2007-2011): $6.6 million

Total cost: $10.2 million

Schedule: The schedule for the development and implementation of the digital archive system is as shown:
    Brief ISB   September 2003/complete
    Select External Quality Assurance   November 2003/April 2004/complete

Acquisition Process	January 2004/ongoing
Phase I	January 2005
Phase II	July 2005
Phase III	December 2005
Phase IV – Full Implementation	February 2006

Project Management: The project continues with agency executive and ISB Staff oversight. The Digital Archivist is acting as the project integrator. The project team/steering committee meets weekly with the executive sponsor (Steve Excell) and all key archive personnel. State agencies will be directly involved in the project as the WAC is updated to include digital archiving requirements (see issue above).

Background Information

For over four years OSOS has been seeking a system to capture the increasing number of electronic records. Technology at the beginning of this search was lacking in all that is necessary to make digital archiving possible. OSOS has continued to monitor technology improvements. A feasibility study of existing alternatives for digital archiving has been completed. OSOS submitted an Investment Plan to the ISB for approval. The Digital Archives Project has been determined to be a Level 2 project based on the severity/risk analysis conducted by DIS/MOST and the project staff at OSOS. The digital archives project requires Board approval since it was designated a proviso 901 project in the state budget.

The agency began strategic planning for the Digital Archives in March of 2000, when the project first appeared in the agency's Information Technology Portfolio. Planning for the physical design and technical infrastructure of the facility occurred during calendar year 2002. The state's 2001-2003 Capital Budget (SSB 6155) authorized the Secretary of State to enter into a financing contract for the construction. Early site work for the facility in Cheney, Washington began July 2002 with construction beginning January 2003. This facility will serve as the physical "hub" for the Digital Archives and is scheduled for completion in May 2004. This two-story facility will house both the Eastern Washington Regional Archives (traditional paper archives) as well as the Digital Archives serving both state and local government agencies.

Concurrently, research began on the programmatic and technological aspects of the Digital Archives. Site visits by project team members were made to the National Archives and the Library of Congress. A strategic plan was developed that included extensive involvement of staff, executive management and external stakeholders. The State's 2001-2003 Capital Budget also authorized some financing authority for the Office of the Secretary of State for the purchase of technology equipment and software for the Digital Archives. That authority was contingent on completion of a feasibility study for the project's technology and subsequent approval by the ISB.

As part of the feasibility analysis, alternatives to development of a centralized Digital Archives were discussed and subsequently rejected. No other alternative would meet existing legal mandates, adequately protect against the current loss of electronic archival records, or be as cost effective. The decisions to be made were more a matter of scale – how much technological capacity was required and at what point in time would that capacity be needed. In March 2003, GlassHouse Technologies, Inc., a vendor-neutral technology firm with specific expertise in mass storage architecture, was hired to assist the agency with assessing the technical feasibility of the project, proof-of-concept testing, determining system requirements, designing the system architecture and working with the agency to develop cost estimates. That work was completed in June 2003.